

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date September 18, 1975	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received: OCT 10 1975 Application No: 75-240 Date Completed: OCT 22 1975	
2. Agency Application No. DHR-1			
3. Agency, Division, Subdivision & Administering Office Address Georgia Department of Human Resources Office of the Commissioner Planning and Budget Unit - Room 506-S 47 Trinity Avenue, S. W. -- Atlanta, Georgia 30334		4. Person in Contact Mrs. Van Gaines	
		5. Working Title Budget Analyst	6. Tel. No. 656-4343

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1970 to Date	9. Exact Series Title Budget (DHR State-wide) Files
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10. What is the function of the office in which this record series is created?

The Department of Human Resources, headed by the Commissioner, is responsible for the planning, organizing, directing, coordinating and controlling the delivery of services to the residents of the State of Georgia. Included are diagnosis and treatment of mental disorders; control of physical health programs; administration of public assistance programs, Federal food programs, and medical assistance programs; administration of the delivery systems for services directed to indigents, children and consumer information; administration of programs which enable the non-productive members of society (blind, physically and mentally handicapped) to function as productive members of society; administration of programs for the elderly; evaluation of programs of the Department and suggesting improvements in these programs; and supportive services.

The Planning and Budget Unit has the responsibility for providing planning and technical assistance to managers and planners for meeting expectations of the Federally funded comprehensive health planning programs, and to support the Management Team in Department-wide planning.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to planning, coordinating, reviewing and approving operating budgets for institutions and divisions which comprise the Department of Human Resources (including hospitals).

Included are: See attached list -- also included are:

OAS (6)-71 (Schedule I -- Personnel Services Detail), which gives information as to salaries by quarter.

OAS (6)-73 (Schedule II -- Regular Operating Expense and Line Item Detail), giving information as to operating expenses by quarter.

OAS (6)-70 (Budget Summary), which combines salary and operating expenses, fund source, and explanation of need for budget amounts.

The file is arranged by fund code; thereunder numerically by unit code.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers		250			111
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
All information - estimated State-wide				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	100	50
				10	10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency?
Budget Division, Office of Planning and Budget, has duplication ☒ [x] ☐ []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. OPB publishes information on final approved budgets ☒ [x] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures?
All activity must be funded through the approved budget ☒ [x] ☐ []
18. Could the function be performed if the files were lost or destroyed?
Although it would be difficult to obtain necessary information ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file?
Records of salaries and operating budget matters ☒ [x] ☐ []
21. Does the record series contain documentation produced as EDP printout?
Printout is divided and sent to various Divisions and Counties quarterly ☒ [x] ☐ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. **REQUIREMENTS.** The following requires the files to be kept 5 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL-VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Needed for comparison in computing allotment ratios and for audit referral

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☒ [x] FISCAL YEAR ☐ [] OTHER _____, then:

- ☐ [] Hold in the current files area _____ month(s)/_____ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [x] Other: (Specify)

Central Budget and Division Budget Files - Cut off file at the end of each fiscal year; hold in current files area 3 years; transfer to State Records Center, hold 2 years; then destroy.

Section, Unit, and Activities Files - Cut off file at the end of each fiscal year; hold in current files area 2 years; then destroy.

Printout - Weekly/Quarterly Expenditures vs Allotment by Budget - same retention as budget files

Personnel Office - Form OAS (6)-70 (Rev 7-74 "Budget Summary", received from Budget Office - may be destroyed as soon as pertinent information is recorded.

Earlier destruction is authorized.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	9/18/75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	9/17/75
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	10-21-75
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	10-20-75
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	10-22-75

STATE RECORDS
COMMITTEE

Georgia Department of Human Resources
Office of the Commissioner
Planning and Budget Unit - Room 506-S
47 Trinity Avenue, S. W.
Atlanta, Georgia 30334
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Continuation

10. projects. This Unit also provides a central authority in the Department to uniformly develop, interpret, manage, and provide assistance in the administration of the Department budget; provides information and maintains a listing of fiscal resources; and acts in the capacity of liaison with the Regional and National Offices of HEW on Federal fund projections.

Files may include, but are not limited to:

Working Papers such as:

Drafts, memorandums, correspondence, supporting material, contracts, expenditure reports, personnel services projections, appropriation registers and other documents related to the planning of the Departmental budget;

Office of Planning and Budget forms:

Annual Operating Budget - Department Summary (OPB-Budget-1)
Annual Operating Budget - Activity or Budget Unit Detail (OPB-Budget-2)
Annual Operating Budget - Schedule of Personal Services (OPB-Budget-3)
Amendment to Annual Operating Budget- Budget Unit or Department Summary (OPB-Budget-5)
Amended Sub-Object Detail - Activity, Budget Unit or Department Summary (OPB-Budget-6)
Quarterly Allotment Request - Budget Unit or Department Summary (OPB-Budget-10)
Quarterly Allotment Request - Activities Summary (OPB-Budget-11)
Quarterly Expenditure Report - Department Summary (Budget - 20)
Quarterly Expenditure Report - Activities Summary (Budget - 21)
Quarterly Expenditure Report - Activity, Budget Unit or Departmental Detail (Budget - 22)
Capital Outlay Needs as Projected by the Department - (Budget - 29)
Zero Base Budget Request - Activity or Department Summary (OPB-Budget-30)
Zero Base Budget Request - Activity Information Summary (OPB-Planning-40)
Zero Base Budget Request - Activity or Department Sub-Object Schedule (OPB-Budget-41)
Zero Base Budget Request - Activity Personal Services Schedule (OPB-Budget-42)
Zero Base Budget Request - Activity or Department Decision Package Ranking (OPB-Budget-43)
Zero Base Budget Request - Decision Package (OPB-Budget-44)
Request For Payment on Budget Allotment (BB-112);

Also Included:

Governor's recommendations on the proposed budget, Legislative changes to the Governor's recommendations, Priorities for additional state funding, Budget summaries and details, Five Year Financial History of Federal Programs Requiring State Funds, Georgia General Assembly appropriations bills, Departmental Program Inventory, and State of Georgia Budget Reports.